



OPI and WPT for the Seal of Biliteracy™

Parent/Guardian Proctoring FAQ for the Booklet WPT

1. What is the OPI and WPT for the Seal of Biliteracy™?

This test is designed for 11th and 12th grade students of 24 less commonly taught and tested languages whose goal is to attain the Seal of Biliteracy in one of those languages. The languages offered are Albanian, Amharic, Bangla, Bosnian, Bulgarian, Cantonese, Croatian, Dari, Gujarati, Haitian Creole, Hebrew, Hindi, Malayalam, Pashto, Polish, Swahili, Tagalog, Tamil, Thai, Turkish, Ukrainian, Urdu, Vietnamese, and Yoruba.

There are two components to this test, one to test speaking, and the other to test writing.

- The Oral Proficiency Interview (OPI) is a 20 – 25 minute speaking assessment conducted via a live phone call with an ACTFL-certified tester.
- The Writing Proficiency Test (WPT) is a 60-minute writing assessment that is handwritten in a booklet that you will download, print, scan, and return to LTI for rating. Detailed instructions can be found below.

The school will schedule the OPI portion with LTI on your behalf based on three preferred time slots that you will request.

2. Is it difficult to proctor the test at home?

No. It's very straight forward! Proctors should be a parent, guardian, or other trusted adult. Some of a proctor's responsibilities include:

- » creating a secure, quiet testing environment,
- » for the WPT, actively monitoring the environment during the test to ensure that the test taker does not have access to papers, notes, dictionaries, cell phones, cameras, or electronic devices while testing,
- » helping the test taker with any technical issues by contacting the school and/or LTI for assistance.

A more extensive proctoring checklist and a proctoring guide are provided further down in this document.

3. Will the test be different because it's being taken at home?

The structure of the test is the same whether taken at home or in school. The at-home WPT content does vary slightly from the version offered in school. However, in both cases the writer is presented with tasks and contexts that are written in English and that represent the range of proficiency levels from Novice Low to Advanced Mid on the ACTFL Proficiency Guidelines for Writing. The responses are written in the target language.

4. How long does the test take?

- The OPI component will take 20-25 minutes.
- The WPT portion takes up to 60 minutes.

5. Do I need any special equipment to take this test?

You will need a computer (desktop or laptop) or tablet with Internet access and the ability to print the test booklet. You will also need to be able to scan and email the completed test booklet to LTI, following the detailed instructions provided below. It is possible to scan the completed booklet using your smartphone and one of the free apps listed later in this document. If you can neither print nor scan the booklet, please contact your school for assistance.

Whom should I contact if I need help?

If you need technical assistance, please contact your school for advice and guidance. Please know that in order to comply with federal regulations concerning the online privacy of users under the age of 18 such as FERPA and COPPA, LTI is not able to communicate with students or their parents directly. Your school should be able to assist with any questions or contact LTI on your behalf if needed.

Testing Guide

Please remember that testing proctors should be parents, guardians, or other trusted adults who can be responsible for securing the test taking environment. This **Testing Guide** will help you to prepare for and administer the test successfully at home.

Quick Links

OPI Technical Requirements:	The OPI should be taken on a landline, in a quiet location away from potential disturbances. If you do not have a landline, make sure you have good signal strength for a mobile phone.
WPT Technical Requirements:	You will scan and return the booklet and the Transmittal Control sheet to wptupload@languagetesting.com .
To Take the OPI:	(Phone and test ID numbers to be provided by the school. See below.)
In-Depth Information about the OPI and WPT:	https://www.languagetesting.com/pub/media/wysiwyg/manuals/opi-wpt-for-the-seal-of-biliteracy-examinee-handbook.pdf

Pre-Testing Process and Checklist

OPI

- ☐ The school will contact you and the test taker to identify three possible dates and times, at least two weeks after the date the order is placed (and before May 31, 2023 when the testing window closes), when you will both be available for the 20-25 minute live OPI component. The school will then schedule one of those options on your behalf.
- ☐ After receiving your three preferred dates and times for your testing appointment, the school will schedule your OPI with LTI, which may take a few business days. Once scheduled, the school will let you know which date and time has been reserved and email you the OPI call-in information.
- ☐ Secure the testing environment for each component.
 - Ideally, the OPI should be taken on a landline phone, in a quiet location away from potential disturbances. If you do not have a landline, make sure you have good signal strength for a mobile phone.

WPT

- ☐ The school will forward you the WPT booklet as well as a Transmittal Control Sheet which must accompany

the test when you scan and upload it.

- ☐ Print the booklet and Transmittal Control Sheet and keep them in a safe place until it is time to take the test.
- ☐ The WPT can be taken at any time once you print the booklet.
 - No papers, notes, dictionaries, cell phones, cameras, or electronic devices should be allowed in the testing room.
- ☐ Give the test taker the WPT booklet and supervise the test taker while completing the WPT. Don't help them to answer any questions on the test.
- ☐ Limit the test taker to 60 minutes. Once 60 minutes have passed, stop testing and collect the booklet.
- ☐ Complete and sign the Transmittal Control Sheet.
- ☐ Scan the completed booklet and Transmittal Control Sheet.
 - The documents should be saved as .PDF files.
 - You may use your computer and a connected scanner to scan the documents, or you may use a free smartphone app to scan and create the .PDF files. Some easy-to-use and reputable free scanning apps are:
 - Adobe Scan
 - Microsoft Office Lens
- ☐ Email the scanned files as attachments to wptupload@languagetesting.com
- ☐ You will receive an email confirmation when LTI receives the scanned documents. Once you receive confirmation, please destroy and discard the booklet.

Copyright Notice

You are allowed to download the WPT booklet only for the purpose of administering the test to the candidate it was prepared for. Please do not print additional booklets or make copies of the test. As the proctor of the test, you indicate acceptance of these terms.

Penalties of Copyright Infringement

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If the copyright holder has registered the work with the U.S. Copyright Office prior to the infringement, the copyright holder may sue for compensation. Court-ordered compensation may include damages such as lost profits from the infringing activity or statutory damages ranging from \$250 to \$150,000, plus attorneys' fees, for each infringing copy. Even higher damages may be awarded if the court feels that the infringement was committed "willfully."

You may also be criminally liable if you willfully copy a work for profit or financial gain, or if the copied work has a value of more than \$1,000. In these cases, penalties can include a one-year jail sentence plus fines. If the value is more than \$2,500, you may be sentenced to five years in jail plus fines. Criminal penalties generally apply to large-scale commercial piracy.